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TO:

DIRECTOR OF GUIDANCE
ST JOHNS COLLEGE HIGH SCHOOL
2607 MILITARY RD NW
WASHINGTON DC 20018

“SHEPHERD STUDENTS SUCCEED”

Shepherd College Bulletin



MINI
CATALOG



1974-75

PERSONS TO WHOM INQUIRIES MAY BE DIRECTED

Address: Shepherd College, Shepherdstown, West Virginia 25443

Telephone: (304) 876-2511, Mon-Fri., 8:00-5:00. Sat. 9:00-12:00.

Dr. James A. Butcher, President—General policy of the college.

Dr. Herbert Schlossberg, Academic Dean—Academic program, requirements for degrees, summer session information.

Dr. Earl E. Henderson, Administrative Assistant to the President—Federal programs, public relations, college publications.

G. Norris Rath, Registrar and Director of Institutional Research—Transcripts, copies of the college catalog and schedules.

Karl L. Wolf, Director of Admissions—Admission of students.

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John L. Raschella, Director of Finance and Business Affairs—Business and financial information.

Dr. Carroll W. Palmer, Director of Teacher Education—Teacher placement, student teaching assignments and teacher certification.

Dr. Billy Ray Dunn, Coordinator of Educational Field Services and Alumni Affairs—Off-campus study and alumni matters.



The Shepherd College Center provides diversion between classes.

SHEPHERD COLLEGE

SHEPHERDSTOWN, WEST VIRGINIA

Founded 1871

A STATE COLLEGE



Accredited by the

North Central Association of Colleges and Secondary Schools
National Council for Accreditation of Teacher Education
National Commission on Accrediting
Council of Social Work Education

Member

American Association of Colleges for Teacher Education
American Association of University Women
American Public Relations Association
American Council on Education

SHEPHERD COLLEGE BULLETIN 1974-75

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SHEPHERD COLLEGE FACULTY

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Professor of Economics
Helen M. Cloyd, Ph. D., Professor
of Business Administration
Margaret Hughes Colston, M.A., Adjunct
Professor of Business Education
John Joseph Duffy, M.B.A., Instructor
of Business Administration
Eugene William Johnson, Ph. D.,
Assistant Professor of Economics
Edward S. Phillips, Ph. D.,
Associate Professor of Economics
+ Charles F. Printz, M. A., Professor of
Business Administration
G. Norris Rath, M.S., Assistant Professor of
Business Administration & Registrar
James A. Romano, M. S., Instructor
of Business Administration
Karl L. Wolf, M.B.A., Instructor of Business
Administration & Director of Admissions

DIVISION OF CREATIVE ARTS

Lorenzo Dow Benedict, IV, M.A.,
Instructor of Art
Richard J. Channin, Ph. D.,
Assistant Professor of Art
K. Farrell Coy, M.A., Associate
Professor of Music—Woodwinds
+ Guy Frank, Ph. D.,
Professor of Music
Clair R. Johannsen, M.S.M., Adjunct
Professor of Music—Organ
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Michael Regis Kontra, M.A.,
Assistant Professor of Art
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Associate Professor of Music
James D. Robertson, M. M.,
Assistant Professor of Music
Jay N. Stenger, M.S.,
Assistant Professor of Music

DIVISION OF EDUCATION

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Assistant Professor of Education
James A. Butcher, Ed. D., Professor
of Education and President
Robert Alan Cleminson, Ph. D.,
Assistant Professor of Education
Billy Ray Dunn, Ed. D.,
Associate Professor of Education
Charles H. Freeland, M.A.,
Assistant Professor of Education
Earl Erie Henderson, Ed. D., Associate Pro-
fessor of Education & Assistant to Presi-
dent
Arretta Jaranko, Ed. D.,
Professor of Education
Martha Lynn Maloney Josephs, M.A.,
Field-Based Professor

Judy Teets Kepple, M.S., Assistant
Professor of Home Economics
John Patrick King, Ph. D.,
Associate Professor of Education
Robert L. Kirk, Ed. D., Associate
Professor of Education
John E. Knipe, Ed. D.,
Associate Professor of Education
+ Carroll Willard Palmer, Ed. D.,
Professor of Education
Kenneth Riley, M.S.,
Associate Professor of Education
Patricia T. Stealey, M. A., Adjunct
Professor of Home Economics
Margaret H. Swann, M.A., Assistant
Professor of Education

DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION & SAFETY

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Instructor of Physical Education
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of Physical Education*
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Professor of Physical Education
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Professor of Physical Education
Glenda Guillems, Ph.D., Associate
Professor of Physical Education
Beverly K. Holden, M. Ed., Associate
Professor of Physical Education
J. Michael Jacobs, M.S.,
Instructor of Physical Education
+ Michael B. Josephs, Ph. D., Professor of
Health & Physical Education
Eugene W. Martin, M. Ed., Instructor
of Physical Education
Roger P. Parker, M.A., Assistant Professor
of Physical Education
Jesse Rigglemen, M.S., Assistant
Professor of Physical Education
Robert G. Starkey, M.S., Assistant
Professor of Physical Education

DIVISION OF LANGUAGES & LITERATURE

Wade W. Banks, M. A.,
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William Joseph Barnhart, Ph. D.,
Professor of English
Philip Henry Bufithis, Ph. D.,
Assistant Professor of English
Margaret E. Byrer, M.A.,
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Charles W. Carter, Ph. D.,
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Robert G. Coffeen, Ph. D.,
Associate Professor of English
Ethel F. Cornwell, Ph. D.,
Professor of English
Ruth Dean, M.A.,
Assistant Professor of English
Sara Jane Grissinger, M.L.A.,
Assistant Professor of English
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Professor of Library Science*
Lee Keebler, Ph. D., Associate
Professor of English
Zora Leimbacher, M.A., Assistant
Professor of French & German
+ Vera Ellen Malton, Ph. D.,
Professor of Speech & English

Russell Robert Marks, Ph. D.,
Assistant Professor of Speech
Henry W. Perry, M.A., Assistant
Professor of Journalism
Robert Preston Rogers, M. A.,
Associate Professor of English
George Arnold Wilson, M.A., Assistant
Professor of Speech & Drama
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Associate Professor of English*
Melvin Carl Wyler, M. A.,
Assistant Professor of Speech

DIVISION OF SCIENCE & MATHEMATICS

Carl F. Bell, Ph. D.,
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John Diehl, Ph. D.,
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David C. Eldridge, Ph. D.,
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John C. Landolt, Ph. D.,
Assistant Professor of Biology
Joan Frances Landreau, M.S.,
Assistant Professor of Nursing
Richard L. Latterell, Ph. D.,
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Associate Professor of Mathematics*
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Assistant Professor of Mathematics
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Assistant Professor of Nursing
Karen C. Ridenour, M.S.N.,
Assistant Professor of Nursing
Helen Ann Robertson, M.S.,
Assistant Professor of Nursing
Paul M. Saab, M.S.,
Assistant Professor of Biology
John F. Schmidt, Ph. D.,
Associate Professor of Chemistry

Jerry Miller Smith, Ed. D.,
Associate Professor of Mathematics
Lita E. Soccino, B.S.,
Instructor of Nursing
+ Franklin W. Sturges, Ph. D.,
Professor of Science & Mathematics
Eugene Jeno Volker, Ph. D.,
Assistant Professor of Chemistry
Charles H. Woodward, M. Ed.
Assistant Professor of Biology

DIVISION OF SOCIAL SCIENCES

Roland W. Bergman, Ph. D.,
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Virgil James Brown, Jr., M. S.,
Assistant Professor of Sociology*
Millard Kessler Bushong, Ph. D.,
Professor of History
Katherine P. Frescoln, Ph. D.,
Associate Professor of History
Walter Karl Hanak, Ph. D.,
Associate Professor of History
James C. Holland, Ph. D.,
Associate Professor of History
Thomas H. Kiefer, Ph. D.,
Assistant Professor of Political Science
Carlton Elwood Munson, M. S. W., Assistant
Professor of Sociology & Social Welfare*
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of International Relations*
Herbert Schlossberg, Ph. D.,
Professor of History & Academic Dean
Ralph S. Sherrard, M. Ed., Assistant
Professor of History & Geography
+ John Edmund Stealey, III, Ph. D.,
Associate Professor of History
Jerry B. Thomas, Ph. D.,
Assistant Professor of History
Kathryn Beckner Venables, M.A.,
Assistant Professor of Sociology
Mary M. Walker, Ph. D., Assistant
Professor of Political Science
Robert Graham Willgoos, Ph. D.,
Assistant Professor of History.

+Designates Division Chairman

*Designates Doctoral Candidate



GENERAL INFORMATION

GENERAL STATEMENT

Shepherd College is a state-supported, four-year, liberal arts and teacher education institution under the supervision of the West Virginia Board of Regents. Shepherd College has been serving the youth of West Virginia and the nation since 1871.

An Accredited Institution

The college is accredited by the North Central Association of Colleges and Secondary Schools, the National Council for the Accreditation of Teacher Education and the Council of Social Work Education. The institution is a member of the American Association of Colleges for Teacher Education and American Council on Education. Graduates of Shepherd College enter the leading graduate and professional schools of the nation with full credit.

Scenic and Historic Location

The Shepherd College campus is situated on the banks of the beautiful Potomac River in historic Shepherdstown, West Virginia, a typical college community.

Shepherdstown is located at the intersection of highways 45 and 48, eighteen miles south of Hagerstown, Maryland, nine miles east of Martinsburg, West Virginia, thirteen miles north of Charles Town, West Virginia, and thirty-two miles north of Winchester, Virginia.

West Virginia's historic Shepherdstown is near nationally known Harpers Ferry, the Antietam Battlefield, the colonial homes of the Washington family and many interesting places where the history of this great country was made. Shepherdstown is only a few hours drive from the Metropolitan cities of Washington, D. C., Baltimore, Philadelphia and New York. Students have numerous opportunities to visit the metropolitan areas and places of historical significance.

Summer Session

The summer session at Shepherd College is an integral part of the college year. All general college requirements relating to high academic standards, sound scholarship and good citizenship are maintained by the faculty. The summer session is organized into two terms.

College Extension

Off campus classes may be organized where fifteen or more students desire a class to be taught by a regular college instructor. Classes meet for a minimum of sixteen clock hours for each semester hour of college extension credit.

A graduate program in cooperation with West Virginia University is now in effect.

ADMISSIONS

GENERAL INFORMATION

Admission to Shepherd College shall be determined without regard to race, color, religion, or sex. Admission does not guarantee housing. All correspondence relevant to admission and all credentials in support of an application for a full time student must be on file at least one (1) month prior to the opening of the semester or term for which the student is applying—August 1 for the fall semester, December 1 for the spring semester and May 1 for the summer terms.

The admissions and academic personnel of Shepherd College may recommend skill building courses, programs or other appropriate measures for a student whose high school record and standardized test scores indicate that he or she is deficient in certain areas.

The Shepherd College curriculum is such that students should pursue a broad secondary program of college preparation including the following units: English, 4; Social Science (including American History), 3; Natural Science (including Biology, Physics or Chemistry), 2; Mathematics (including Algebra), 2; Physical Education, 1; additional elective units to equal a minimum total of 17 units.

All students must submit the following credentials in order to be considered for admission to Shepherd College: Application for Admission, Health Form (full time students only), Housing Application and \$25.00 room deposit (if living beyond commuting distance), high school transcript or two final college transcripts from each college attended and American College Test Scores (full time freshmen students only). In addition, college transfer students must have a Student Personnel record form completed by the Student Affairs Office of the college last attended and forwarded to Shepherd College.

ADMISSION OF HIGH SCHOOL GRADUATES

INSTATE (WEST VIRGINIA RESIDENT) STUDENTS

All residents of the state of West Virginia who are graduates of accredited high schools and who do not possess serious health or character defects are eligible for admission to Shepherd College.

OUT-OF-STATE (NON WEST VIRGINIA RESIDENT) STUDENTS

The following criteria will be considered when determining an out-of-state student's eligibility for admission to Shepherd College: secondary school program followed; grade point average or class rank; American College Test Scores (SAT scores will be considered if the student has not taken the ACT; however, for any freshman admitted, ACT scores must be on file by the end of the first semester in which the student is enrolled); recommendations of high school guidance counselor or principal.

EARLY DECISION PLAN

Shepherd College offers an Early Decision Plan to students whose first choice of colleges is Shepherd. This plan is designed to reduce the burden of the admissions process for those applicants who are considered highly desirable for admission by the College and who fully intend to matriculate. A student applying for admission under the Early Decision Plan should possess high academic qualifications having a minimum grade average of B (3.00) at the end of the sixth semester of high school and will need to meet all of the admissions requirements as set forth in the College catalog. Under this plan a qualified applicant will receive notice of his acceptance by November 15. Students interested in applying under the Early Decision Plan should write to the Admissions Office at Shepherd College for further information.

ADMISSION BY GED TEST

Non high school graduates over the age of 19 may be admitted if they attain a standard score of 35 on each of the five parts of the GED Test or an average standard score of 45 or above on the entire test.

CLEP TESTS

Students will be awarded credit for the successful completion of any or all of the CLEP Tests if they achieve a score equal to or above the recommended score of the model policy of the College's Board's Council on CLEP.

WAIVING FRESHMAN ENGLISH

English 101 may be waived by special examination or on the basis of freshman placement tests, but no credit is allowed. Students are expected to take an advanced English course as a substitute.

Students who score 26 or better on the English portion of the ACT may request the Chairman of the Division of Languages and Literature to waive the requirement of English 101. In this event, the Division Chairman will refer the student to the Freshman Evaluation Committee, which will give him a Division English 101 test and one or more themes. On the basis of this test and theme(s) the committee may waive the requirement of English 101. No credit will be allowed for the waived requirement; the student must still complete 128 hours for graduation, and he must select some other class in English in lieu of the English 101.

COLLEGE TRANSFER STUDENTS

Any applicant for admission to Shepherd College who has attended another institution of collegiate rank will be classified as a transfer student whether he has earned credit or not. The College

does not under any condition disregard college or university credits earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree at Shepherd College if applicable. In addition to other required materials, college transfers are expected to have a 2.00 overall average on all courses attempted and eligibility to return to their former college. A student who is on either academic or social probation is not considered eligible for admission to Shepherd College.

All grades and credits transferred to Shepherd College are posted on the permanent record exactly as received from all other colleges. Grades earned at another institution cannot be used to make up a deficit of quality points at Shepherd College. Transcripts must be mailed directly to Shepherd College from all colleges which the prospective student has previously attended. Transcripts received by Shepherd College become the property of the College and cannot be returned to the student. Graduates of regionally accredited junior or community colleges are assigned a maximum of seventy-two (72) semester hours of credit.

DIRECT TRANSFER AGREEMENTS

Shepherd College has developed direct transfer agreements guaranteeing that students transferring to Shepherd will be accorded class standing by the number of semester hours completed at a two-year college. All course work will be credited toward the student's bachelor degree work at Shepherd. Write the Director of Admissions for further information.

AUDITING COLLEGE COURSES

A student may audit a college course by making application in the Office of Admissions as an auditor and paying the regular college fees in the Business Office. As an auditor, he is expected to attend classes regularly, but he will not receive credit at the conclusion of the course or at a later date.

HIGH SCHOOL HONORS PROGRAM

High School students who have completed the junior year of study may be admitted to Shepherd College to enroll in not more than one college course per semester with the maximum credit of not more than four (4) semester hours of credit to be earned in any one semester or summer session, and with not more than a total of sixteen hours credit in any academic year if the following conditions are fulfilled:

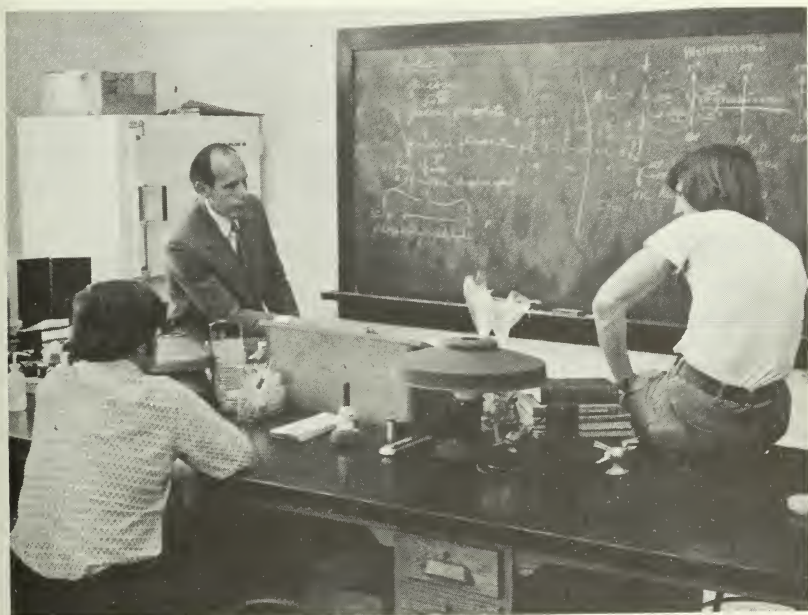
1. Recommendation of the high school principal.
2. Completion of all high school subjects prerequisite to enrolling in the desired college course.
3. Attainment of at least a "B" average in high school subjects required for college admission.

4. Completion of at least thirteen (13) units of high school credit.

Courses must be approved in advance of registration. Official college credit will be recorded only after institutional receipt of high school graduation certification. All high school credit should be completed within a year after the initial college registration.

SUMMER ORIENTATION, TESTING AND EARLY REGISTRATION

New freshmen and transfer students who will be entering Shepherd College for the first time have the opportunity to attend an orientation, testing and early registration session held on one of several dates in June and July. Students attending these sessions will meet with their academic advisors, will plan their fall course schedules, and will register for their fall semester courses.



FINANCES

COLLEGE EXPENSES FOR ACADEMIC YEAR 1974-75

ENROLLMENT FEES:

	Students Not Living in Dormitories	Students Living in Dormitories
West Virginia Students:		
Tuition	\$ 25.00	\$ 25.00
Registration Fee	50.00	50.00
Athletic Fee	10.00	10.00
Student Activity Fee	14.00	14.00
General Course Fee	5.00	5.00
Student Union Fee	30.00	30.00
Medical Fee	3.75	6.00
Total Per Semester	\$137.75	\$140.00
Non-Resident Students:		
Tuition	\$175.00	\$175.00
Registration Fee	250.00	250.00
Athletic Fee	10.00	10.00
Student Activity Fee	14.00	14.00
General Course Fee	5.00	5.00
Student Union Fee	30.00	30.00
Medical Fee	3.75	6.00
Student Service Fee	75.00	75.00
Total Per Semester	\$562.75	\$565.00
College Off-Campus Class Tuition per Semester Hour		\$ 11.50
Dormitory and Dining Hall Rates Per Semester:		
Rooms in Turner Hall, Gardiner Hall, Boteler Hall or Kenamond Hall		218.00
Rooms in Shaw Hall or Thatcher Hall		240.00
Board in Dining Hall		370.00
Dormitory Room Deposits		\$ 25.00

NOTE—Fees for parttime students are calculated on a per hour basis.

PROGRAM OF GENERAL STUDIES ADOPTED BY THE SHEPHERD COLLEGE FACULTY

For all B.S. and B.A. Degrees

	Required Hours
Humanities	19
Written English 101 and 102	6
Fundamentals of Speech 202	3
Survey of English Literature 203	3
Survey of American Literature 204	3
Introduction to Visual Arts 103	2
Music Appreciation 111	2
*Foreign Language	
Science and Mathematics	11
Life Science or Physical Science	8
General Biological Science 101-102/or Plants as Organisms 208 and	

Animals as Organisms 209/or
 General Physical Science 103-104/or
 General Chemistry 107-108/or
 Elementary Chemistry 103-104/or
 General Physics 211-212

Mathematics	3	
Introduction to Mathematics 215		
Social Studies		15
History 101 and 102; Contemporary Civilization and its World Background with emphasis upon the Develop- ment of Western Culture	6	
Sociology 203, Economics 205, and Government 101	9	
Orientation in Physical Education		2
Total		<u>47</u>

The General Studies Program is designed to help the student to understand the cultural heritage of Western civilization and to provide him with that common knowledge and philosophy for effective living as a good citizen in a democratic society.

*Foreign language is required for the non-teaching Bachelor of Arts degree. Requirement may be waived by the Modern Language Department for students presenting three (3) high school units of credit in one language, and only six (6) semester hours in a language are required for students presenting two (2) high school units in one language. It is assumed that the college language courses will not duplicate high school courses. The language instructor will give placement tests to determine standing.

Two years of German or French or both are recommended for those students who anticipate going to graduate or professional school.

Electives must be substituted where course requirements are identical in a student's major and minor or teaching fields except that the total required hours including substitutions shall not exceed 128.

SEMESTER HOUR REQUIREMENTS FOR MAJOR AND MINOR AREAS OF SPECIALIZATION

	Major		Minor
	BA	BS	
Art			23
Biology		30	26
Business Administration		45	33
Chemistry		33	24
Data Processing			24
Economics		33	27
English	30		27
French			24

History	30	24
Home Economics	43	24
Hotel, Motel and Restaurant Management	69	
Journalism		21
Library Science		27
Mass Communication		24
Mathematics	33	23
Medical Technology	37	
Music		27
Nursing		34
Park Administration	63	
Political Science	30	24
Psychology		24
Recreation	67	
Secretarial Administration		25
Social Welfare	66	
Sociology	36	24
Speech and Drama		24

PROFESSIONAL EDUCATION FOR THE BACHELOR OF ARTS IN SECONDARY EDUCATION AND BACHELOR OF ARTS IN ELEMENTARY EDUCATION DEGREES

	A. B. in Secondary Education (Professional Secondary Certificate) Hrs.	A. B. in Elementary Education (Professional Elementary School Certificate) Hrs.
ENGLISH		
Written English	6	6
Fundamentals of Speech	3	3
Survey of English Literature	3	3
Survey of American Literature	3	3
Backgrounds of Literature		3
	<hr/>	<hr/>
Minimum hours required	15	18
SOCIAL STUDIES		
History of Civilization	6	6
General Sociology	3	3
Principles of Economics	3	3
American Federal Government	3	3
West Virginia History		3
Principles of World Geography		3
American History		6
	<hr/>	<hr/>
Minimum hours required	15	27
SCIENCE AND MATHEMATICS		
General Biological Science	8 or	8
General Physical Science	8	8

Introduction to Mathematics	3	3
Mathematics for Elementary Teachers		3
	<hr/>	<hr/>
Minimum hours required	11	22
MUSIC		
Music Appreciation	2	2
Music as an Art and Science		2
Music Materials and Procedures		3
	<hr/>	<hr/>
	2	7
ART		
Introduction to the Visual Arts	2	2
Art in Elementary Education		2
Arts and Crafts in the Elementary School		2
	<hr/>	<hr/>
Minimum hours required	2	6
PHYSICAL WELL-BEING		
Orientation in Physical Education	2	2
Methods & Materials in Health Ed.		3
Games or Leadership in Physical Education		1
Rhythms		1
Personal and Community Hygiene		3
	<hr/>	<hr/>
Minimum hours required	2	10
PROFESSIONAL EDUCATION		
Human Development	6	6
Foundations of American Education	3	3
Principles and Practices of Secondary Education — Grades 7-12	4	
Integrated Methods — Grades 1-6		6
Special Methods	3	
Directed Teaching — Grades 7-12	6	
Directed Teaching — Grades 1-9		6
The Teaching of Reading		3
	<hr/>	<hr/>
Minimum hours required	22	24

PRE-PROFESSIONAL PROGRAMS

Shepherd College offers pre-professional and vocational preparation and each year graduates of the college enter the leading universities and professional schools of the country.

Pre-professional programs include:

Pre-Dental	Pre-Theological
Pre-Law	Pre-Veterinary
Pre-Medical	Agriculture
Pre-Pharmacy	Engineering
Pre-Physical Therapy	

DIVISION OF BUSINESS ADMINISTRATION

The Division of Business Administration prepares college students to enter the business world, or teach in high schools and to enter graduate school. This division concentrates on the fundamental disciplines underlying the practices of business. The program is designed

to provide education in specific business techniques which change rapidly. The best education for the business leader of tomorrow is one that increases his capacity to learn during the remainder of his life. The program is concerned with the principles of management common to all enterprises, and the student is expected to develop an insight into basic tenets and analytical skills that will equip him to meet the needs and problems of diverse types of business. As part of his program the student may elect to concentrate on one of the major functional aspects of business: accounting, data processing, marketing, or hotel-motel and restaurant management.

BUSINESS ADMINISTRATION

This curriculum is designed for the student who desires a broad background in business fundamentals. Preparation for positions in executive and managerial areas is emphasized.

Curriculum for a Major in Business Administration

Required courses, 45 hours:

Introduction to Business 150	3
College Algebra 104	3
Introductory Accounting 201 and 202	6
Management of the Enterprise 251	3
Business Law 312	3
Business Statistics 314	3
Intermediate Accounting 329 and 330	6
Marketing 340	3
Written Communications in Business 345	3
Human Relations in Industry 390	3
Corporation Finance 400	3
Personnel Management 409	3
Electives selected with the consent of the advisor	3

Note: Business Administration majors and minors will substitute Mathematics 104 for Mathematics 215 to meet general education requirements.

Curriculum for a Major in Business Administration with a Concentration in Accounting

In recent years due to taxation, government regulation, and the necessity for a firm to have adequate cost information there has been a tremendous increase in the demand for accountants. Courses are offered to prepare students for careers in this area.

Required courses, 45 hours:

Introduction to Business 150	3
College Algebra 104	3
Introductory Accounting 201 and 202	6
Management of the Enterprise 251	3
Business Statistics 314	3
Business Law 312	3
Intermediate Accounting 329 and 330	6
Advanced Accounting 331	3
Written Communications in Business 345	3
Corporation Finance 400	3

Cost Accounting 401	3
Auditing 402	3
Income Tax 404	3

Curriculum for a Major in Business Administration with a Concentration in Data Processing

This concentration prepares the student for a career in Automatic Data Processing (ADP) which now occupies prominence in many fields of endeavor, especially business enterprises.

Required courses, 45 hours:

Introduction to Business 150	3
College Algebra 104	3
Introductory Accounting 201 and 202	6
Introduction to Data Processing 214	3
Computer Language Concepts 235	3
Management of the Enterprise 251	3
Business Law 312	3
Business Statistics 314	3
Intermediate Accounting 329 and 330	6
Written Communications in Business 345	3
Introduction to ADP Systems 346	3
ADP Applications 385	3
Accounting Systems 411	3

Curriculum for a Comprehensive Major in Hotel-Motel and Restaurant Management

There has been an increasing demand for college trained students in this area. Students selecting this concentration need not elect a minor.

Required courses, 69 hours:

College Algebra 104	3
Introduction to Business 150	3
Introductory Accounting 201 and 202	6
Economic Problems 206	3
Survey of Food Services 207	3
Introduction to Data Processing 214	3
Management of the Enterprise 251	3
Lodging Management 303	3
Food Production Systems 309	3
Business Law 312	3
Business Statistics 314	3
Nutrition 318	3
Intermediate Accounting 329	3
Written Communications in Business 345	3
Marketing 340	3
Personnel Management 409	3
Systems 411	3
Service Industry Externship 490	3
Service Industry Externship 491	3
Service Industry Externship 492	3
Electives with consent of advisor in Business or Home Economics	6

In addition to the comprehensive major listed above a student must take the courses listed in the catalog under "General Studies" except that General Chemistry 101 and 102 will be substituted for the science requirement.

Curriculum for a Major in Business Administration with a Concentration in Marketing

Increasing emphasis on the problems of marketing the national output of goods and services has created many new opportunities for employment in this area.

Required courses, 45 hours:

Introduction to Business 150	3
College Algebra 104	3
Management of the Enterprise 251	3
Introductory Accounting 201 and 202	6
Business Law 312	3
Business Statistics 314	3
Intermediate Accounting 329 and 330	6
Marketing 340	3
Marketing Decision Making 341	3
Salesmanship 360	3
Retailing 350	3
Advertising 370	3
Sales Management 412	3

Curriculum for a Minor in Business Administration

Required Courses, 33 hours:

Introduction to Business 150	3
College Algebra 104	3
Introductory Accounting 201 and 202	6
Management of the Enterprise 251	3
Business Law 312	3
Intermediate Accounting 329 and 330	6
Marketing 340	3
Corporation Finance 400	3
Personnel Management 409	3

Curriculum for a Minor in Data Processing

Total hours required for minor, 24

Introduction to Data Processing 214	3
Computer Language Concepts 235	3
Computers and Programming 236	3
Introduction to ADP Systems 346	3
ADP Applications 385	3
Accounting Systems 411	3
Computer Center Work Experience 417	3
Electives in Business	3

ECONOMICS

Purpose: To develop an understanding of the manifold and complex problems of our economic system and of the other systems of the world.

Curriculum for a Major in Economics

Total hours required for a major, 33

Required courses, 21 hours:

Economic Problems 206	3
Introductory Accounting 201 and 202	6
Theory of Price and Resources 301	3

Theory of Income and Employment 302	3
Money and Banking 305	3
Business Statistics 314	3

Electives from the following courses, 12 hours:

Government and Business 300	3
Quantitative Methods 414	3
Development of Economic Thought 304	3
Public Finance 310	3
Comparative Economic Systems 315	3
Business Cycles and Forecasting 319	3
Labor Economics 321	3
International Economics 325	3
Economic Development 410	3

Note: Economics majors and minors will substitute Mathematics 104 for Mathematics 215 to meet general education requirements.

Curriculum for a Minor in Economics

Total Hours required for a minor, 27

Economic Problems 206	3
Introductory Accounting 201	3
Introductory Accounting 202	3
Money and Banking 305	3
Business Cycles 319	3
Labor Economics 321	3
Development of Economic Thought 304	3
Public Finance 310	3
Comparative Economic Systems 315	3

All economic majors must have minor approved by the chairman of the Business Administration Division.

BUSINESS EDUCATION

Teaching Fields

These curricula are designed to provide the opportunity for prospective business education teachers to develop and refine their basic skills, to acquire the knowledge necessary for effective teaching, and to develop a healthy attitude toward, and an understanding of, the role of business education in the secondary school program.

Curriculum for Comprehensive Teaching Field—7 through 12

Total hours required, 52:

Required courses:

Introductory Accounting 201 and 202	6
Advanced Typewriting 105	3
Office Machines 325	3
Advanced Shorthand 202 and 203	7
Mathematics of Finance 111	3
Economic Problems 206	3
Business Law 312	3
Office Procedures 324	3
Intermediate Accounting 329 and 330	6

Selected Electives, 15 hours from the following:

Introduction to Data Processing 214	3
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Introduction to ADP Systems 346	3
ADP Applications 385	3
Computer Language Concepts 235	3
Marketing 340	3
Public Finance 310	3
Marketing Decision Making 341	3
Corporation Finance 400	3
Management of the Enterprise 251	3
Advertising 370	3

Curriculum for Secretarial Studies Teaching Field 7 through 12

Total Hours Required, 34

Typewriting 105	3
Office Machines 325	3
Shorthand 202 and 203	7
Introductory Accounting 201 and 202	6
Mathematics of Finance 111	3
Office Procedures 324	3
Business Law 312	3
Electives	6

Curriculum for Business Principles Teaching Field—7 through 12

Total Hours Required, 39

Introductory Accounting 201 and 202	6
Typewriting 105	3
Office Machines 325	3
Mathematics of Finance 111	3
Business Law 312	3
Economic Problems 206	3
Marketing 340	3
Intermediate Accounting 329 and 330	6
Introduction to Data Processing 214	3
Electives	6

Curriculum for a Minor in Secretarial Administration

Total hours required, 25

Required courses:

Typewriting 103* and 104	4
Shorthand 201* and 202	8
Introductory Accounting 201 and 202	6
Office Machines 325	3
Office Procedures 324	3
Electives (selected with the consent of advisor)	1-3

* A student may be exempt from taking this course by passing an examination. No college credit is earned.

TWO-YEAR ASSOCIATE IN SCIENCE DEGREES

Purpose: To prepare young men and women to enter technical fields of business. Credit hours earned may later be applied toward a Bachelor of Science Degree in Business Administration. The following concentrations are offered.

Accounting

Written English
Introduction to Business
College Algebra
Introductory Accounting
Management of the Enterprise
Principles of Economics
Economic Problems
Fundamentals of Speech
Office Machines
Business Law
Intermediate Accounting
Written Communications in Bus.
Human Relations in Industry
Auditing
Income Tax
Accounting Systems
Office Procedures
American Federal Government

Bank Management

Written English
Introduction to Business
Introductory Accounting
Introduction to Data Processing
Computer Language Concepts
Personnel Management
Principles and Problems of Economics
Management of the Enterprise
Business Law
Business Statistics
Intermediate Accounting
Auditing
Money and Banking
College Algebra
Electives

Data Processing

Introduction to Business
Punch Card Data Processing
Introduction to Data Processing
Computer Language Concepts
Principles of Economics
Economic Problems
Typing I
Written English
College Algebra
Electives
Introductory Accounting
Computers and Programming
Management of the Enterprise
Business Law
Business Statistics
Written Communications in Business
Introduction to ADP Systems
Computer Science Work Experience
Fundamentals of Speech

General Business

Written English
Introduction to Business
Introductory Accounting
Management of Enterprise
Principles and Problems of Economics
College Algebra
American Federal Government
Fundamentals of Speech
Business Law
Business Statistics
Intermediate Accounting
Marketing
Written Communications in Business
Advertising
Human Relations in Industry
Electives

Hotel-Motel Restaurant Management

Introduction to Business
Introductory Accounting
Introduction to Data Processing
Management of the Enterprise
Principles and Problems of Economics
Written English
Lodging Management
Electives
Business Law
Intermediate Accounting
Marketing
Written Communication in Business
Personnel Management
Fundamentals of Speech
Survey of Food Services
Food Production Systems
Service Industry Externship

Marketing Management

Written English
Introduction to Business
Introductory Accounting
Management of the Enterprise
Advertising
Principles and Problems of Economics
Electives
Business Law
Intermediate Accounting
Marketing
Marketing Decision Making
Written Communications in Business
Retailing
Salesmanship

Secretarial Science

Written English

Typewriting 1, 2 & 3
 Shorthand 1, 2 & 3
 Principles and Problems of Economics
 Office Machines
 Business Writing
 Mathematics of Finance

Introductory Accounting
 Business Law
 Office Procedures
 Fundamentals of Speech
 Art or Music Appreciation
 Electives

ONE-YEAR CERTIFICATES

Purpose: To provide an opportunity for individuals, who cannot commit themselves to an extended academic program and who desire to prepare themselves for specialized work in one particular phase of business activity. Credit hours earned may later be applied toward a Two-Year Associate of Science Degree or a Bachelor of Science Degree.

Certificate Programs Include:

Bank Operations
 Clerk-Typist
 Insurance Salesmanship

Real Estate Salesmanship
 Retail Salesmanship
 Stenographic Technician

DIVISION OF CREATIVE ARTS

The Art Department concentrates on providing opportunities for the student's self-discovery and research within the various areas of the visual arts. The program is designed to give the student a diversified background in art, to encourage and challenge the individual to grow creatively and professionally as an artist and teacher and to develop and preserve an interest in art through an understanding of the creative process, the basic theories of aesthetics, the nature of art materials and processes, and the philosophical and technical aspects of both historical and contemporary art forms.

The Department of Music, through a highly personalized and student-centered approach which fosters student inquiry, interaction, and self-discovery, provides a climate conducive to developing the comprehensive musician. This is achieved by integrating the various musical areas into a core of experience which develops the capacity to communicate the art to others.

Curriculum for the Bachelor of Arts Degree with a Minor in Art

Total semester hours required	23
Two Dimensional Design 170	2
Introductory Drawing 115	3
Three Dimensional Design 140	3
History of Western Art 203	3
History of Western Art 204	3
Painting 230	2
Printmaking 360	2
Sculpture 240	3
Aesthetic Criticism 403	2
Senior Art Show or Project	0

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Curriculum for the Bachelor of Arts Degree with a Comprehensive Field in Art (Grades 1-12)

Total semester hours required	51
Two Dimensional Design 170	2
Introductory Drawing 115	3
Lettering 131	1
Three Dimensional Design 140	3
Drawing 116	1
History of Western Art 203	3
History of Western Art 204	3
Painting 230	2
Drawing 215	1
Sculpture 240	3
Drawing 217	1
Art in Elementary Education 320	2
Arts and Crafts in the Elementary School 322	2
Printmaking 360	2
Jewelry 350	3
Drawing 310	1
Ceramics 351	3
Drawing 410	1
Aesthetic Criticism 403	2
Senior Art Exhibit or Project	0
Electives in Art—12 Hours (With 14 hours in one of the concentration areas)—see concentration areas	12
	<hr/> 51

NOTE: 6 semester hours of general electives are a part of this curriculum and can be taken in any subject matter area. Also, two courses in the Professional Education Block are required of art curriculum students in the comprehensive:

The Teaching of Art (Ed. 427)	3
Art Materials and Procedures (Ed. 480)	2

Curriculum for the Bachelor of Arts Degree with a Field of Specialization in Art for Classroom Teaching in Grades 7 through 12

Total semester hours required	33
Two Dimensional Design 170	2
Introductory Drawing 115	3
Three Dimensional Design 140	3
Drawing 116	1
History of Western Art 203	3
History of Western Art 204	3
Painting 230	2
Printmaking 360	2
Sculpture 240	3
Ceramics 351	3
Criticism 403	2
Senior Art Exhibit or Project	0
Electives in Art—6 Hours (with 11 hours in one of the concen- tration areas)—see description of concentration areas	6
	<hr/> 33

NOTE: Required of all 7 through 12 Art Curriculum Students:
The Teaching of Art (Ed. 427) 3

Curriculum for a Teaching Field in Art Grades 5 through 9

Total semester hours required	26
Introductory Drawing 115	3
Two Dimensional Design 170	2
Three Dimensional Design 140	3
Lettering 131	1
Painting 230	2
Printmaking 360	2
Crafts 352	3
Ceramics 351	3
Sculpture 240	3
Art in Elementary Education 320	2
Arts and Crafts in the Elementary School 322	2
	<hr/> 26

CONCENTRATION AREAS ¹

Painting

*Introductory Drawing 115....	3 hrs
*Painting 230	2
Advanced Painting 330	3
Watercolors 331	3
Figure Painting 430	3
Research (Painting) 434	1-3

Design (Commercial Art)

Two Dimensional Design 170	2 hrs.
*Three Dimensional Design 140	3
Advanced Design 370	3
Commercial Design 371	3
**Stage Design 246	3
Research (Design) 474	1-3

Printmaking

*Introductory Drawing 115....	3 hrs.
*Printmaking 360	2
Adv. Printmaking 361	3
Etching 362	3
Serigraphy 363	3
Woodcut 460	3
Research (Printmaking) 464	1-3

Art History

*Intro. Visual Arts 103	2 hrs.
*Hist. Western Art 203, 204....	6
*Aesthetic Criticism 403	2
Contemporary Art 303	3
American Art 304	3
Research (Art Hist.) 404	1-3

Sculpture

*Three D. Design 140	3 hrs.
*Sculpture 240	3
Adv. Sculpture 340	3
Wood Sculpture 341	3
Stone Carving 342	3
Metals & Casting 440	3
Research (Sculp.) 444	1-3

Crafts

*Three D. Design 140	3 hrs.
*Ceramics 351	3
*Jewelry 350	3
Adv. Ceramics 354	3
Adv. Jewelry 450	3
Crafts 352	3
Adv. Crafts 353	3
Research (Crafts) 454	1-3

¹ Electives are taken in one concentration area to meet program requirements.

* Basic art requirements of all 1-12 and 7-12.

** Stagecraft and Scene Design 246 is offered through the Division of Languages and Literature.

MUSIC

Curriculum for the Bachelor of Arts Degree with a Major in Music Education (Comprehensive Program, Grades 1-12)

Required hours: 56

Music as an Art and Science 101	3
Music Theory 102	3
Music Appreciation 112	2
Music Theory 201	3

Counterpoint 202	3
Music Materials and Procedures 227	3
Arranging 303	2
Form and Analysis 304	3
Music History 311, 312	6
Choral Conducting 325	3
Instrumental Conducting 326	3
Applied Music	18
Music Ensemble (Band, Choir, etc.)	4
Senior Recital or Senior Music Project requirement	<u>56</u>

Note: In addition, Education 426, The Teaching of Music and Ed. Media, three credit hours, is required as a part of the Professional Education Block.

Curriculum for the Bachelor of Arts Degree with a Major in Music Education (Comprehensive, Grades 7-12)

Students wishing to specialize in music, grades 7 through 12 only, may do so by pursuing the course of study prescribed for grades 1 through 12, with the exception of Music Materials and Procedures 227. Education 426, The Teaching of Music and Ed. Media, three credit hours, is required for this program. Supervised Teaching assignments are on the Secondary Level only.

Curriculum for the Teaching Field in Music (Grades 5-9)

Minimum required hours: 27

Vocal Instrumental

Music as an Art and Science 101	3	3
Music Theory 102	3	3
Music Appreciation 112	2	2
Music Materials and Procedures 227	3	3
Choral Conducting 325	3	—
Instrumental Conducting 326	—	3
Applied Music (Minimum of 4 hours on major instrument. Instrumentalists must take 2 hours of Instrumental Group Applied)	8	8
Choir or Vocal Ensemble	2	—
Band or Instrumental Ensemble	—	2
Music elective Selected from the following:		
Music 312, 316, 411, or 412	3	3
	<u>27</u>	<u>27</u>

Note: In addition, Education 426, The Teaching of Music and Ed. Media, three credit hours, is required.

Keyboard students may pursue either Vocal or Instrumental.

Curriculum for the Non-Teaching Minor in Music

Required hours: 27

Music as an Art and Science 101	3
Music Theory 102	3
Music Appreciation 112	2
Music Theory 201	3
Music History 311, 312	6
Applied Music	6
Music electives (any area)	<u>4</u>
	<u>27</u>

DIVISION OF EDUCATION

The Division exists to prepare people for competent professional service in the public schools and related areas, and to develop the knowledge, skills and critical ideas on which significant educational growth depends. The Division achieves this broad goal in a variety of ways; it provides historical and philosophical perspectives that bear on an understanding of the nature of the learner and of learning, it develops the technical and human skills necessary for effective teaching, and it concerns itself with the growth in professional understanding and attitudes of future teachers.

SELECTION OF CANDIDATES FOR TEACHER EDUCATION

A student desiring to pursue the teacher education program should indicate this intention at the time of his matriculation and should plan an academic program which will satisfy the requirements of either the Bachelor of Arts in Secondary Education or the Bachelor of Arts in Elementary Education. The student's advisor or members of the faculty of the Division of Education are available to assist in such planning.

Application for status as a teacher candidate will be made to the Teacher Education Committee while the student is enrolled in Education 200. At that time the Committee will appraise the student's record and approve as teacher candidates those students who have: 1) a 2.00 average in all courses taken. 2) "C" or better grades in English 101, 102, and Speech 202, 3) demonstrated promising scholarship in their field(s) of specialization, 4) exhibited interest in professional activities, and 5) no personality traits or physical handicaps which would militate against their becoming an effective teacher.

A student whose record reveals some remediable deficiency may be granted provisional status as a teacher candidate until such deficiency is removed. Students denied admission will be informed of reason(s) for rejection and may appeal to the Teacher Education Committee.

A transfer student desiring to enter the teacher education program should make application immediately after registration. All entrance requirements must be met before final approval will be granted.

Records for each teacher candidate are kept in the Office of the Chairman of the Division of Education for purposes of advisement and to provide information for placement and employment.

TEACHING FIELDS

Shepherd College offers programs of study which prepare students to teach in high schools, junior high schools, elementary schools and in kindergartens and nursery schools.

Students aspiring to teach in high schools may choose one of two types of programs leading to a teaching specialization.

- 1) They may elect to specialize in one teaching field and enroll in what is termed a "comprehensive" program. The College offers "comprehensive programs in the following teaching fields:

Art
Business Education
Music (grades 1-12)
Music (grades 7-12)
Home Economics
Language Arts
Physical Education
Health Education and
Safety Education (1-12)

Physical Education, Health
Education and Safety
Education (7-12)
Social Studies
Biology and Gen. Sci.
Chemistry and Gen. Sci.
Physical and Gen. Sci.
Mathematics

- 2) They may elect to specialize in two teaching fields and enroll in two programs termed "non-comprehensive". The differences in the comprehensive and non-comprehensive programs are apparent when the course requirements are compared. The College offers "non-comprehensive" programs in the following teaching fields:

Business Principles
Secretarial Studies
Art (grades 1-12)*
Art (grades 7-12)
Physical Education (1-12)
Physical Education (7-12)
Safety Education (7-12)
Health Education (7-12)

Health Education (1-9)
Health Education (1-12)
English
Speech
School Librarian
General Sci. 7-9
Mathematics

* Students electing Art (grades 1-12) may elect a teaching field listed under the elementary teaching fields.

Students aspiring to teach in elementary schools elect one of the fields listed below as an area of specialization. These fields are not to be confused with "comprehensive" or "non-comprehensive" programs, for they are designed for those students with a specialization at the 5-9 grade levels. The fields:

Art
Music (vocal)
Music (instrumental)
Physical Education (1-9)
Home Economics
Language Arts

Speech
School Librarian
Social Studies
Science
Mathematics

Students aspiring to teach in pre-school programs of the kindergarten will pursue the elementary education program and elect **EARLY CHILDHOOD EDUCATION** as their field.

Alternate Program in Elementary Education (Experimental)

An alternate program for students preparing to teach in elementary schools became available on an experimental basis in August 1972. This program begins in the second semester of the

student's sophomore year and continues throughout the remainder of his under-graduate program. Field experiences and seminars in each of the areas normally taught by elementary teachers replace the Integrated Methods, the Teaching of Reading and a portion of the concentration of student teaching. The hypothesis in the study is that elementary teachers will perform their functions in a much more effective manner if they have had more laboratory experience and have had it over a much longer period of time.

THE COOPERATIVE TRAINING PROGRAM

A program for the preparation of teachers of the deaf and blind is jointly sponsored by Shepherd College and the West Virginia Schools for the Deaf and the Blind.

Recognizing the need for teachers of the deaf and the blind child, the West Virginia Board of Regents, the West Virginia State Board of Education, Shepherd College, and the West Virginia Schools for the Deaf and Blind have undertaken a cooperative program designed to prepare teachers in these two areas of special education.

Students desiring to enter the program must fulfill all requirements of the regular teacher education program leading to the Professional Block. One semester of instruction in methods and supervised teaching on the campus of the West Virginia Schools for the Deaf and the Blind at Romney is substituted for the regular Professional Block.

Any student desiring further information concerning the program or wishing to apply should contact the Chairman of the Division of Education.

THE EARLY CHILDHOOD EDUCATION PROGRAM

Students aspiring to teach in pre-school programs, i.e., kindergarten, must fulfill all requirements for the Bachelor of Arts in Elementary Education with a minor concentration in Early Childhood Education. This concentration consists of:

Psychology of the Pre-school Child (Ed. 306)	3 hrs.
Organization and Administration of Early Childhood Education Programs (Ed. 308)	3 hrs.
Early Childhood Education Practicum (Ed. 400, 401)	6 hrs.
Speech Correction (Speech 330)	3 hrs.

Students successfully completing this program will be eligible for the Professional Elementary School Certificate validated for grades 1 through 9 with the additional endorsement for nursery school and kindergarten.

PSYCHOLOGY

The requirements of the minor are designed to provide a broad base of knowledge for future study in this area.

Curriculum for a Minor in Psychology

Total hours required	24
Required courses: 21 hrs.	
General Psychology 103, 104	6
Human Development—Ed. 301, 302	6
Social Psychology 205	3
Psychology of Mental Health 302	3
Tests and Measurements—Ed. 415	3
Electives: 3 hrs.	
Abnormal Psychology 360	3
Psychology of Personality 310	3

PROGRAM FOR THE PREPARATION OF EDUCATIONAL AIDES

Mrs. Martha Josephs, Director, Career Opportunities Program, and faculty from other Divisions as the course content directs.

In cooperation with the eight RESA VIII counties and the various Federal programs that encourage the use of instructional aides, Shepherd College has a sixty-four-hour program for para-professionals who work as instructional aides. This is basically an on-the-job learning program supported by the Career Opportunities Program (USOE) and LEAs.

Admission to the program requires admission to Shepherd College, certification of employment by county superintendent of schools, commitment of assignment by the school principal and approval by the advisory committee for COP.

Six courses designed especially for instructional aides are required. The remainder of the sixty-four semester hours are prescribed from the general education and teacher preparation courses in accordance with the needs of the individual.

Through an approved experimental program in teacher preparation, aides completing the sixty-four hour program may, by a lattice transfer, continue in a teacher preparation program by meeting the requirements for the selected program.

HOME ECONOMICS

Students are offered the opportunity to:

A. Major in General Home Economics.

A student majoring in general home economics is helped to recognize that continual evaluation of family and individual goals, values, and philosophies should occur relative to the

socio-economic changes in society. The general home economics major will be able to select a minor field of study which greatly enhances the student's career possibilities. Upon satisfactory completion of the general home economics curriculum, a student is awarded a Bachelor of Science Degree.

B. Teaching Field in Home Economics—Secondary.

The home economics education major is provided with experiences to increase knowledge and skill in preparation for teaching home economics in public school grades 7-12. Home economics education majors will not pursue a minor field of study; however, the students have an opportunity to select several elective courses. Upon satisfactory completion of curriculum requirements, the home economics education major is awarded a Bachelor of Arts Degree.

C. Teaching Field in Home Economics—Elementary.

Elementary education majors may elect a minor in home economics education. Upon completion of course requirements, the student will be certified to teach home economics in grades 5-9 in public schools.

All Shepherd College students may elect courses in home economics for personal enrichment and as a supplement to other vocations.

CURRICULA COURSE REQUIREMENTS

A student is required to take the courses listed in the catalog under "General Studies" except that Elementary Chemistry 103 and 104 will be substituted for the science requirement.

COURSES	Curricula		
	A	B	C
Textiles 101	3	3	3
Clothing 102	3	3	3
Food and Nutrition for the Family 201	3	3	3
Food and Meal Management 202	3	3	
Marriage Relations 300	3	3	3
The Family, Sociology 303	3	3	
Advanced Clothing 301	3	3	
Child Development 304	3	3	3
Home Equipment 305	2	2	
Home Furnishings 306	3	3	3
Home Management 307	2	2	
Housing 308	3	3	
Nutrition 318	3	3	3
Consumer Economics 403	3	3	3
Home Management Residence 405	3	3	
Electives with Consent of Advisor		6	
Methods of Teaching Home Economics at the Secondary Level, Education 428		4	
Methods of Teaching Home Ec at the Adult Level 429		2	
	<hr/> 43	<hr/> 55	<hr/> 24

HOME ECONOMICS MINOR

	Hours
25-101 Textiles	3
25-102 Clothing	3
25-201 Food and Nutrition for the Family	3
25-300 Marriage Relations	3
25-304 Child Development	3
25-306 Home Furnishings	3
25-318 Nutrition	3
25-403 Consumer Economics	3
Total	24

DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION AND SAFETY

The Division seeks (1) To improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, desirable habits of personal and community health, and safety, (2) to prepare teachers of health education, physical education, safety education, and coaches of sports activities for the elementary and secondary schools, (3) to prepare elementary school teachers to assume their responsibilities for the health education and physical education of their pupils, (4) to prepare students to do graduate work in health education, physical education, safety education, and recreation, (5) to prepare men and women for leadership in recreation, (6) to provide opportunities for students and faculty to participate in a variety of recreational activities, (7) to prepare students to enter the fields of corrective and physical therapy, and (8) to prepare first aid and water safety instructors.

Curriculum for Physical Education, Health Education, and Safety Education Teaching Field (Comprehensive) Grades 1 Through 12 Or 7 Through 12

Required Number of Hours—58

	Credit Hours
Biology 225	3
Biology 226	3
Kinesiology 405	3
Exercise Physiology 422	2
History of Physical Education 325	2
Tests and Measurements 410	2
Curriculum in Health and Physical Education 310	2
Administration of Health and Physical Education 406	3
Adapted Physical Education 401	2

Students desiring certification in grades 1-12 are required to complete an additional three semester hours in elementary school physical education activities.

Team Sports (elect two hours from courses listed below)	2
Team Sports for Women 228	1 hr.
Team Sports for Women 328	1 hr.

Team Sports for Men 211	1 hr.	
Team Sports for Men 212	1 hr.	
Individual and Dual Sports 213		1 ¹
Individual and Dual Sports 214		1
Tumbling and Gymnastics (elect one hour from courses listed below)		1
Tumbling and Gymnastics for Men 209	1 hr.	
Tumbling and Gymnastics for Women 210	1 hr.	
Aquatics (elect one hour from courses listed below)		1
Beginning Swimming 101	1 hr.	
Intermediate 202	1 hr.	
Swimmer 300	1 hr.	
Sr. Life Saving 301	1 hr.	
Instructor 302	1 hr.	
Synchronized Swimming 309	1 hr.	
Rhythms (men elect two hours—women elect three hours from courses listed below)		2-3
Rhythms for Children 221 (required for Comprehensive 1-12)	1 hr.	
Folk and Square 320	1 hr.	
Social Dancing 321	1 hr.	
Modern Dancing for Women 322 (required for women) ...	1 hr.	
Movement Education 220		1
Games 201		1
Organization and Coaching of Sports or Intramurals (men elect two hours—women elect one hour from courses listed below)		2-1
Organization and Coaching of Sports (football, basketball, baseball) 341	2 hrs.	
Organization and Coaching of Sports (track and field, wrestling, soccer) 342	2 hrs.	
Organization and Administration of Intramurals 225	2 hrs.	
(Required for 1-12)		
Track and Field for Women 308 (required for women) ...	1 hr.	
Personal and Community Hygiene 103		3
Care and Prevention 304 or First Aid 353		2
Health Concepts (elect three hours from courses listed below)		3
Nutrition—Home Economics 318	3 hrs.	
Marriage Relations—Sociology 300	3 hrs.	
Mental Hygiene—Psychology 322	3 hrs.	
School Health Problems 360		3
Fundamentals of Driver and Traffic Safety 318		3
The Teaching of Driver and Traffic Safety 319		3
Safety Education 216		2
School and Highway Transportation 217		2
Current Trends in Health and Safety Education 409		3

¹ Registration for aquatics will be on the basis of classification tests.

Note: Students preparing for certification for grades 1 through 12 must complete Ed. 431-Special Methods of Teaching Physical Education in the Elementary and Secondary Schools and must do student teaching on both the elementary and secondary levels.

Note: Science Requirement is in addition to the General Studies Program.

Note: Students desiring certification in grades 1-12 are required to complete an additional three semester hours in elementary school physical education activities.

PHYSICAL EDUCATION

Curriculum for Physical Education

(1-12) or (7-12)

Total—40 Hrs. Required

	Credit Hours
Biology 225	3
Biology 226	3
Kinesiology 405	3
Exercise Physiology 422	2
(In addition to Science requirements in General Studies program.)	
History of Physical Education 325	2
Tests and Measurements 410	2
Curriculum in Health and Physical Education 310	2
Administration of Health and Physical Education 406	3
Adapted Physical Education 401	2
Team Sports (elect 2 hours from courses listed below)	2
Team Sports for Women 228 (required for women)	1 hr.
Team Sports for Women 328 (required for women)	1 hr.
Team Sports for Men 211 (required for men)	1 hr.
Team Sports for Men 212 (required for men)	1 hr.
Individual and Dual Sports 213	1
Individual and Dual Sports 214	1
Tumbling and Gymnastics (elect one hour from courses listed below)	1
Tumbling and Gymnastics for Men 209	1 hr. (required for men)
Tumbling and Gymnastics for Women 210	1 hr. (required for women)
Aquatics (elect one hour from courses listed below)	1
(Registration for Aquatics will be on the basis of classification tests)	
Beginning Swimming 101	1 hr.
Intermediate 202	1 hr.
Swimmer 300	1 hr.
Sr. Life Saving 301	1 hr.
Instructor 302	1 hr.
Synchronized Swimming 309	1 hr.
Rhythms (men elect 2 hours and women elect 3 hours from courses listed below)	2-3
Rhythms for Children 221 (required for 1-12 curriculum)	1 hr.
Folk and Square 320	1 hr.
Social Dancing 321	1 hr.
Modern Dancing for Women 322 (required for women)	1 hr.
Movement Education 220	1
Games 201	1
Organization and Coaching of Sports (men elect 2 hours from courses listed below and women elect 1 hour)	2-1
Organization and Coaching of Sports (football, basketball, baseball) 341	2 hrs.
Organization and Coaching of Sports (track and field, wrestling, soccer) 342	2 hrs.
Organization and Administration of Intramurals 225 (required for 1-12 curriculum)	2 hrs.
Track and Field for Women 327 (required for women)	1 hr.

Officiating (elect two hours from courses listed below)	2
Officiating Men's Sports 251 (required for men)	1 hr.
Officiating Men's Sports 252 (required for men)	1 hr.
Officiating Women's Sports 260 (required for women)	1 hr.
Officiating Women's Sports 261 (required for women)	1 hr.
Electives (elect four hours from courses listed below)	4
Community Recreation or Camp Counseling and Outdoor Education	2 hrs.
Care and Prevention of Athletic Injuries 304 or First Aid 353	2 hrs.

HEALTH EDUCATION

Curriculum for Health Education

Grades 7-12, 1-9, 1-12
Total Number of Hours—24

	Credit Hours
Biology 225	3
Biology 226	3
Health Concepts (elect 12 hours from courses listed below)	12
Personal and Community Hygiene 103 (required)	3 hrs.
First Aid 353	2 hrs.
First Aid 354	1 hr.
Water Safety 300	1 hr.
Water Safety 301	1 hr.
Water Safety 302	1 hr.
(Only one hour of Water Safety can be applied to Health Education Certification.)	
Elect 3 hours from courses listed below:	
Nutrition—Home Economics 318	3 hrs.
Marriage Relations—Sociology 300	3 hrs.
Mental Hygiene—Psychology 322	3 hrs.
Safety Education 216 (required)	2 hrs.
Care and Prevention 304 (required)	2 hrs.
Organization and Administration of Health and Physical Education 406	3
School Health Problems 360	3

Note: Students preparing for certification for grades 1 through 12 must complete Ed. 431-Special Methods of Teaching Physical Education in the Elementary and Secondary schools and must do student teaching at both the elementary and secondary levels.

Note: Science Requirement is in addition to the General Studies Program.

THIRD TEACHING FIELD

Curriculum for a Teaching Field in Safety Education

This curriculum prepares the student for a third teaching field in Driver and Traffic Safety Education. The teaching field may be selected in combination with a comprehensive or with two teaching fields.

SAFETY EDUCATION

Curriculum for Safety Education

Grades 7-12
Total—15 hrs.

	Credit Hours
Safety Education 216	2
School and Highway Transportation 217	2
Fundamentals of Driver and Traffic Safety 318	3
The Teaching of Driver and Traffic Safety 319	3
Accident and Disaster Control Systems (elect 2 hours from the courses listed below)	2
Water Safety 300	1 hr.
Water Safety 301	1 hr.
Water Safety 302	1 hr.
Care and Prevention 304	2 hrs.
First Aid 353	2 hrs.
First Aid 354	1 hr.
Current Trends in Health and Safety Education 409	3

Curriculum for a Teaching Field in Elementary School Physical Education Grades 1-9

Total—26 Hrs.

	Credit Hours
Personal and Community Hygiene 103	3
Games 201	1
Tumbling and Gymnastics (elect one hour from courses listed below)	1
Tumbling and Gymnastics for Men 209	1 hr.
Tumbling and Gymnastics for Women 210	1 hr.
Team Sports (elect 2 hours from courses listed below)	2
Team Sports for Women 228	1 hr.
Team Sports for Women 328	1 hr.
Team Sports for Men 211	1 hr.
Team Sports for Men 212	1 hr.
Individual and Dual Sports 213	1
Individual and Dual Sports 214	1
Movement Education 220	1
Rhythms for Children 221	1
Curriculum in Health and Physical Education 310	2
School Health Problems 360	3
Elementary School Physical Education Activities 110	3
First Aid 353	2
Adapted Physical Education 401	2
Administration of Health and Physical Education 406	3

SECOND TEACHING FIELD

Students, other than those taking the Comprehensive, who elect physical education as a teaching field must choose a second teaching field. A second teaching field in General Science (36 credit hours) may be chosen for Grades 7-9. Course requirements for these fields will be found elsewhere in the catalog. Teaching fields for Grades 5-9 are not acceptable except as a specialization for a degree in elementary education.

CORRECTIVE THERAPY

Students taking a teaching field in physical education may also make application through their division chairman for Physical Education 408—Field Work in Corrective Therapy—at the Veterans Administration Center, Martinsburg, West Virginia.

RECREATION SPECIALIST

Curriculum for Major in Recreation

General Education	47 hrs.
MAJOR — Specialization in Recreation	67 hrs.

Recreation Courses 18

Introduction to Recreation 41-140	3
Recreation Leadership 41-145	3
Community Recreation 41-314	2
Camp Counseling 41-332	2
Outdoor Education 41-270	2
Field Experience in Recreation Programs (sophomore year) 41-240	2
Field Experience in Recreation Programs 41-450	4

Courses Related to Recreation-Health, Physical Education & Safety 12

Organization & Administration of Physical Education & Recreation 41-406	3
Personal & Community Hygiene 41-103	3
First Aid 41-353	2
Water Safety 41-300, 301	2
Administration & Organization of Intramurals	2

Courses in Area of Recreation Activities 10

Games 41-201	1
Individual & Dual Sports 41-213, 214	2
Team Sports	2
Folk & Square Dance 41-320	1
Rhythms for Children 41-221	1
Electives	3

Sciences* 9

**Photography 83-310	3
Environmental Conservation 84-304 or	3
General Ecology 81-420	4
Plant Taxonomy I 81-324	2
Plant Taxonomy II 81-325	1
Vertebrate Natural History 81-312	4
Astronomy 84-105	3

**Required

*Science in General Studies Program cannot
be used for this requirement.

Journalism 3

News Writing 63-204 or Introduction to Journalism 62-101	
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Psychology	3
General Psychology 22-103	
Creative Arts	3
Introductory Crafts 31-352	
Business Administration	3
Introduction to Business 11-150	
Education	3
Audio-Visual Aids 21-305	
Dramatic Activities	3
Elements of Dramatic Production 69-204	
Electives	14 hrs.
	<hr/> 128 hrs.



Football is a major sport at Shepherd College.

DIVISION OF LANGUAGES AND LITERATURE

In addition to providing opportunities for learning practical language skills, the Division of Languages and Literature seeks to prepare students for living in the complex modern world by introducing them to perspectives afforded by the humanities. Through these perspectives, sociological and personal barriers may be broken down, and the possibilities, as well as the paradoxes, of life may be better understood.

ENGLISH

Purposes: To teach students to express thought accurately, to organize ideas effectively, to develop skills in the use of literary materials, and to interpret orally the thoughts of others with clear

images and appropriate emotions. To teach students to understand and to appreciate the literary heritage of humanity.

Curriculum for a Major and Teaching Field in English

The minimum requirement of 39 semester hours of academic work in English includes the fifteen hours listed in the general education requirements. In addition, all students in the program are strongly advised to complete at least two years of a foreign language study. It is further suggested that students majoring in English take a minor in French, history, journalism, speech and drama, or library science.

Total hours required for a major and teaching field 39

Required courses:

Modern Grammar 331 or	
History of the English Language 405	3
Advanced Composition 332 or	
Creative Writing 362	3
Shakespeare 303	3
Chaucer 430 or	
Milton 435	3
American Literature 310	3

Electives:

Three courses from the following:

Mythology 300	3
Short Story 301	3
Contemporary American Literature 302	3
Early Dramatic Literature 304	3
Modern Dramatic Literature 305	3
Literature of the English Renaissance 306	3
Bible as Literature 308	3
Poetry 309	3
World Literature 313-314	3
The English Novel 315	3
Victorian Literature 316	3
Romantic Literature 317	3
Eighteenth Century English Literature 321	3
American Fiction 360	3
American Poetry 361	3
Seminar in Literature 405	3
Great Books 416-417	3
The Modern Novel 420	3
Elizabethan Drama 425	3
Literary Criticism 436	3

Curriculum for a Teaching Field in Language Arts Comprehensive Grades 7 through 12

Total hours required for a teaching field 53

Required, 21 hours:

Modern Grammar 331	3
Shakespeare 303	3
American Literature 310	3
Chaucer 430 or	
Milton 435	3
Mythology 300 or World Literature 313	3

Electives: **Two** courses from the following:

Short Story 301	3
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Contemporary American Literature 302	3
Early Dramatic Literature 304	3
Modern Dramatic Literature 305	3
Literature of the English Renaissance 306	3
Bible as Literature 308	3
Poetry 309	3
World Literature 314	3
The English Novel 315	3
Victorian Literature 316	3
Romantic Literature 317	3
Eighteenth Century English Literature 321	3
American Fiction 360	3
American Poetry 361	3
Seminar in Literature 405	3
Great Books 416-417	3
The Modern Novel 420	3
Elizabethan Drama 425	3
Literary Criticism 436	3
Speech, 12 hours:	
Voice and Diction 200	3
Play Direction 309 or Direction 311	3
Oral Interpretation of Literature 323	3
Electives: One course from the following:	
Play Acting 203 or Acting 312	3
Elements of Dramatic Production 204	3
Theatre Practice 208	3
Stagecraft and Scene Design 246	3
Persuasive Speaking 300	3
Advanced Public Speaking 315	3
Discussion: Principles and Types 319	3
Argumentation and Debate 320	3
Speech Correction 330	3
History of the Theatre 341	3
Journalism, 5 hours:	
Introduction to Journalism 101	3
High School Journalism 301	2

Curriculum for a Teaching Field in Language Arts Grades 5 through 9

Total hours required for a teaching field	24
Required, 9 hours (plus 15 hours in general education):	
Modern Grammar 331	3
Backgrounds of Literature 202	3
Oral Interpretation of Literature (Speech 323)	3

Curriculum for a Minor in English

Total hours required for an English minor	27
Required, 12 hours (plus 15 hours in general education):	
Shakespeare 303	3
Electives from composition and literature courses numbered 300 or above	9

JOURNALISM

Purposes: To introduce the student to the field of journalism; to provide practical guidance in understanding and producing the materials of the mass-communication media; and to train intelligent readers and writers. All students minoring in Journalism are expected to do practical work on the Shepherd College publications.

Curriculum for a Minor in Journalism

The curriculum for a minor in journalism requires 21 semester hours credit. It is suggested that a person minoring in the field of journalism take a major subject field in English, economics, political science, or business administration. Courses in foreign languages and sociology, and Social Problems 205 would also be helpful.

Required courses:

News Writing 204	3
Editing and Make-up 206	3
News Story Types 305	3
Feature and Editorial Writing 306	3
Propaganda and Public Opinion 310	3
Electives from the field of journalism	6
Total	21

LIBRARY SCIENCE

Curriculum for a Minor or a Teaching Field in Library Science

Required courses	27 hours
Introduction to Libraries and Librarianship 215	3 hours
Library Materials for Children 302	3 hours
Library Materials for Adolescents 303	3 hours
Reference and Bibliography 306	3 hours
Instructional Media 310	3 hours
Cataloging and Classification 316	3 hours
Library Practice 318	3 hours
School Library Organization and Administration 327	3 hours
Audio-Visual Aids 21-305	3 hours

MODERN LANGUAGES

Purposes: To introduce the student to the language, literature, and culture of France and Germany.

Curriculum for a Minor in French

Total hours required for a minor	24
Required courses, 6 hours:	
Elementary French 101, 102	6
Electives, 18 hours:	
Intermediate French 203	3
Intermediate French 204	3
Survey of French Literature 303	3
Survey of French Literature 304	3
Applied Linguistics in Oral French 402	3
Advanced French Conversation 403	3
French Civilization and Culture 404	3

Two semester hours may be deducted for each high school unit — maximum deduction, 6 hours.

SPEECH, DRAMA, BROADCASTING

Purposes: To provide an opportunity for students to develop an understanding and appreciation of speech, drama and broadcasting as part of general education; to train students for educational and com-

munity situations; to give prospective graduate students a foundation for later study and research; to provide an opportunity for students to participate in speech, drama and broadcasting as a recreational-cultural activity.

Curriculum for a Minor in Speech and Drama

Total hours required for a minor 24

Required courses, 18 hours:

Voice and Diction 200	3
Elements of Dramatic Production 204	3
Persuasive Speaking 300 or Public Speaking 315	3
Discussion: Principles and Types 319 or Argumentation and Debate 320	3
Play Direction 309 or Direction 311	3
Oral Interpretation of Literature 323	3

Electives, 6 hours:

Three hours selected from speech or drama courses and three hours selected from broadcasting. Electives to be approved by major professor.

Curriculum for a Minor in Mass Communications

Total hours required for a minor 24

Required courses, 18 hours:

Introduction to Broadcasting 211	3
Radio Announcing 213	3
Radio Production 209, 210, Broadcasting 313, 314 (select three)	3
Radio Programming 327 or Educational Broadcasting 329	3
News Writing (62-204)	3
Public Speaking 315 or Persuasive Speaking 300	3

Electives, 6 hours:

Play Direction 309 or Direction 311	3
Discussion 319 or Propaganda and Public Opinion (62-310)	3

DIVISION OF SCIENCE AND MATHEMATICS

This Division offers the courses, seminars, laboratories, practicums, instruction and counseling which provide opportunities for enhancing the knowledge, skills, literacy, attitudes, and appreciations in science and mathematics which:

1. are consistent with the College's concept of a liberal education,
2. are necessary for the pursuit of an occupation in the sciences, mathematics, or health-related fields as a practitioner, teacher, or technician,

3. are basic to the pursuit of further knowledge in the more advanced natural sciences, mathematics, and health-related professions, and
4. contribute to the development of informed, responsible participating citizens.

BIOLOGY

Purpose: The courses in biology are intended to acquaint the student with the living world around him; to provide an understanding of the fundamental life processes; to demonstrate scientific methods of approach to finding solutions for problems; to cultivate an attitude of inquiry and research; to develop laboratory skills in various types of work in life science; to prepare students as teachers of biology; and to give pre-professional preparation in such fields as medicine, dentistry, veterinary medicine, and other related fields.

Curriculum for Biology and General Science Teaching Field (Comprehensive) Grades 7 Through 12

Hours required in Biology, Chemistry, Physics, and General Science..... 58

Hours required in Biological Science 26

Required Courses in Biological Science

Plants as Organisms 208	4
Animals as Organisms 209	4
Cell Biology 305	4
Directed Research 315, 316	2
Genetics 344	4
Developmental Biology 406	4
General Ecology 420	4
	<hr/>
	26

Required Courses in Chemistry, Physics and General Science

Practicum 290, 291	2
General Chemistry 108, 109 (or equivalent)	8
General Physics 211, 212	8
General Astronomy 105	3
Development of Science Seminar 107	1
Process of Science Seminar 108	1
Physical Geology 206 or	
Historical Geology 207	3
	<hr/>
	26

Electives: At least 6 hours from the following courses, to include a minimum of 3 hours from among 81-312, 313 and 324-325.

Microbiology 302	4
Plant Pathology 310	3
Vertebrate Natural History 312	4
Invertebrate Natural History 313	4
Plant Taxonomy 324, 325	2, 1
Comparative Anatomy 322	4
Plant Physiology 410	3
Animal Physiology 412	3

Special Topics 450	1-3
Organic Chemistry 315, 316	8
Biochemistry 319	3
Biochemical Techniques 320	3
Meteorology 100	3
Introduction to Oceanography 210	3
Earth Science 305	3

Curriculum for a Major in Biology

Total Hours in Biology Required for a Major 34

Required Biology Courses:

Plants as Organisms 208	4
Animals as Organisms 209	4
Cell Biology 305	4
Directed Research 315, 316	2
Genetics 344	4
Developmental Biology 406	4
General Ecology 420	4

Eight additional hours to be selected from

302, 310, 312, 313, 324-325, 332, 401, 410	
412, 413, 414, 415 and 450	8
	<hr/> 34

Required related courses:

General Chemistry 107, 108	8
General Physics 211, 212	8
Development of Science Seminar 107	1
Process of Science Seminar 108	1
	<hr/> 18

Curriculum for a Minor in Biology

Total Hours in Biology Required for a Minor 24

Required Biology Courses:

Plants as Organisms 208	4
Animals as Organisms 209	4
Cell Biology 305	4

Two of the following three:

Genetics 344	4
Developmental Biology 406	4
General Ecology 420	4

Four additional hours to be selected from:

302, 310, 312, 313, 324-325, 332, 344,	
401, 406, 410, 412, 420	4
	<hr/> 24

Required related courses:

Elementary Chemistry 103, 104 or	
General Chemistry 107, 108	8

CHEMISTRY

Purposes: The department offers a comprehensive program of courses in chemistry designed to serve those students preparing: (1)

to enter the field of industrial chemistry; (2) to enter graduate school in the field of chemistry; (3) to work in related fields where chemistry is an important part of their background; (4) to teach chemistry and general science; and (5) for a nonscience career where a broad educational background is needed.

Curriculum for Chemistry and General Science Teaching Field (Comprehensive) Grades 7 through 12

Hours required for Chemistry, General Science	44
Hours required in Chemistry	22
Required courses in Chemistry: 16 hours	
General Chemistry 107, 108	8
Organic Chemistry 315, 316	8
Electives: 6 hours	
Inorganic Chemistry 310	3
Radiochemistry 308	3
Biochemistry 319	3
Biochemical Techniques 320	2
Analytical Chemistry 321	4
Instrumental Analysis 322	3
Solution Chemistry 327	3
Solution Chemistry Lab 328	1
Seminar 331, 332	2
Advanced Organic Chemistry 415, 416	6
Spectroscopy 427	2
Hours required in related fields:	22
Required courses in related fields:	
Plants as Organisms 208	4
Animals as Organisms 209	4
General Physics 211, 212	8
Physical Geology 206 or	
Historical Geology 207	3
General Astronomy 105	3
Electives, if desired:	
Earth Science 305	3
Meteorology 100	3
Geology (not taken above)	3
Conservation 309	3

Mathematics to be prescribed by the Division of Science and Mathematics and to meet the needs of the individual.

Curriculum for a Major in Chemistry

Total hours required for a major	33
Required courses:	
General Chemistry 107, 108	8
Organic Chemistry 315, 316	8
Analytical Chemistry 321	4
Instrumental Analysis 322	3
Physical Chemistry Group	
Solution Chemistry 327	3
Solution Chemistry Lab 328	1
Spectroscopy 427	2
Thermodynamics 428	3
Thermodynamics Lab 429	1
Electives:	
Inorganic Chemistry 301	3

Radiochemistry 308	3
Biochemistry 319	3
Required related courses	
General Physics 211, 212	8
Mathematics through Calculus	
Biochemical Techniques 320	2
Seminar 331, 332	2
Advanced Organic Chemistry 415, 416	6
Special Studies 431, 432	6

Curriculum for a Minor in Chemistry

Total hours required for a minor	24
Required courses: 16 hours	
General Chemistry 107, 108	8
Organic Chemistry 315, 316	8
Electives: 8 hours	
Inorganic Chemistry 301	3
Radiochemistry 308	3
Biochemistry 319	3
Biochemical Techniques 320	2
Analytical Chemistry 321	4
Instrumental Analysis 322	3
Seminar 331, 332	2
Physical Chemistry group	
Solution Chemistry 327	3
Solution Chemistry Lab 328	1
Spectroscopy 427	2
Thermodynamics 428	3
Thermodynamics Lab 429	1
Advanced Organic Chemistry 415, 416	6
Special Studies 431, 432	6

GENERAL SCIENCE

Purposes: To enable the student to acquire general knowledge of his physical and biological universe, to come to understand the sciences of chemistry, physics and biology as they affect his daily living and to acquire general knowledge of resources and mineral products.

Curriculum for General Science (Associate Teaching Field) Grades 7 through 9

Hours required for General Science	36
Required Courses:	
Biology (101-102 or 208-209)	8
Plant Taxonomy 324 & 325 or Entomology 312	3
Chemistry (103-104 or 107-108)	8
General Physics 211, 212	8
Physical Geology 206 or Historical Geology 207	3
General Astronomy 105	3
Electives, 3 hours:	
Meteorology 100	3
Earth Science 305	3
Geology (not taken above)	3
Environmental Conservation 309	3
Those who pursue this program must select an additional field.	

Curriculum for a Teaching Field with Subject Specialization in Science Grades 5 through 9

Hours Required 31

Required Courses:

General Biological Science 101-102 8
General Physical Science 103-104 8
Physical Geology 206 or Earth Science 305 3

Electives, 12 hours:

Two courses from the following:

Historical Geology 207 3
General Astronomy 105 3
Meteorology 100 3

Two courses from the following:

Plant Taxonomy I 324 2
Plant Taxonomy II 325 1
Field Zoology 312 3
Entomology 303 3
Environmental Conservation 309 3

Curriculum for a Major in Park Administration, Natural Science Option

This curriculum is presented jointly with the Social Science Division. See the full description for the program in the section of this catalog for that Division on page 198.

General Studies requirements 47 hours

Additional specified courses 21 hours

General Psychology 103 and 104 6
State and Local Government 102 3
Later American History 202 3
Advanced Composition 332 or
Public Speaking 315 3
Environmental Conservation 304 or
General Ecology 420 3 (or 4)
Personnel Management 409 3

Park Administration courses 21 hours

Introduction to Park Administration 201 3
Park Management I 301 3
Park Management II 302 3
Parks in the Urban Setting 310 3
State and Federal Park Policy 401 3
Directed Field Placement (Natural Science Option) 450 6

Natural Science Option 21 hours

Natural Science Interpretation 3
Natural Science Electives with at least 6 hours from Biology
(81) courses and 6 hours from General Science (84)
courses 18 hours
Plant Pathology 310 3
Vertebrate Natural History 312 4
Invertebrate Natural History 313 4
Plant Taxonomy I and II 324, 325 3
Plant Physiology 410 3
Animal Physiology 412 3
Meteorology 100 3

Astronomy 105	3
Physical Geology 206	3
Historical Geology 207	3
Earth Science 305	3

MATHEMATICS

Purposes: To lead students to a grasp of the beauty and power of mathematical ideas; to prepare the prospective teacher to teach creatively; to furnish mathematical tools necessary for other disciplines; and to help provide vocational direction when needed.

Curriculum for Mathematics Teaching Field (Comprehensive) Grades 7 through 12

Hours required	36
Required courses:	
Trigonometry 106 or Algebra-Trig. 105	4
College Algebra 107 or Algebra-Trig. 105	4
Elementary Analysis 108	2
College Geometry 200	3
Calculus with Analytic Geometry I 207	4
Calculus with Analytic Geometry II 208	4
Calculus with Analytic Geometry III 309	4
Introduction to Abstract Algebra 312	3
Computer Programming 317	3
Foundations of Geometry 424	3
Electives approved by Math Department	6

Curriculum for Mathematics (Associate Teaching Field) Grades 7 through 12

Hours required	24
Required courses:	
Trigonometry 106 or Algebra-Trig. 105	4
College Algebra 107 or Algebra-Trig. 105	4
Elementary Analysis 108	2
College Geometry 200	3
Introduction to Matrices 204	2
Calculus with Analytic Geometry I 207	4
Introduction to Abstract Algebra 312	3
Foundations of Geometry 424	3
Electives approved by Math Department	3

Curriculum for a Teaching Field with Subject Specialization in Mathematics Grades 5 through 9

Hours required (in addition to 85-215 and 85-300)	13
Required courses:	
College Algebra 107	2
Elementary Analysis 108	2
College Geometry 200	3
Introduction to Abstract Algebra 312 (prereq. 200 and 108 for those in this program)	3
Foundations of Geometry 424	3

Curriculum for a Major in Mathematics

Hours required	36
Required courses:	
Trigonometry 106 or Algebra-Trig 105	4

College Algebra 107 or Algebra-Trig. 105	4
Elementary Analysis 108	2
Calculus with Analytic Geometry I 207	4
Calculus with Analytic Geometry II 208	4
Calculus with Analytic Geometry III 309	4
Introduction to Abstract Algebra 312	3
Computer Programming 317	3
Electives beyond Calculus	12

Each major will select at least one, three hour course from each of the following areas:

Area I.	Analysis	Area II.	Applied	Area III.	General
Differential Equations	401	Adv. Calculus	411	Topics	405
Differential Equations	402	Stat. Analysis	314	Linear Algebra	407
Adv. Calculus	410	Num. Anal.	318	Intro. to Topology ..	415
		Theory of Prob.	321	Found. of Geomerty	424
		Num. Theory	404		

Curriculum for a Minor in Mathematics

Hours required	23
Required courses:	
Trigonometry 106 or Algebra-Trig. 105	4
College Algebra 107 or Algebra-Trig. 105	4
Elementary Analysis 108	2
Calculus with Analytic Geometry I 207	4
Calculus with Analytic Geometry II 208	4
Electives (300 or 400 level)	9

Choice of electives in connection with each of the above programs is subject to the approval of the department.

For purposes of prerequisites to later courses, 85-104 is equivalent to 85-107; 85-105 is equivalent to 85-106 and 85-107.

NURSING

Purpose: The Associate of Science Degree in Nursing program is designed to prepare the student to write the examination for licensure as a Registered Nurse and commence a career as a beginning practitioner of nursing. It is intended that the courses in nursing will develop within the student an awareness of the value and dignity of mankind; a view of the recipient of health care as an integrated unique individual, a member of a family or community group who will require nursing knowledge and skill. Relationships between health, illness and homeostasis will be examined; beginning clinical skills will be developed as well as the ability to assess, plan, implement and evaluate nursing care in a variety of health settings.

As the nursing courses are designed to be progressive in nature, the student must satisfactorily complete each course with a 2.0 in order to proceed with the nursing course series.

Curriculum for the Associate of Science degree of Nursing

Required courses, first year, 32 semester hours	
Elementary Chemistry 82-103, 104	8
Human Anatomy and Physiology 81-225, 226	6
Fundamentals of Speech 69-202	3

Written English 60-101	3
General Psychology 22-103	3
Clinical Nursing I 86-101	4
Clinical Nursing II 86-102	5
Required course, summer session, 5 semester hours	
Clinical Nursing III 86-111	5
Required courses, second year, 34 semester hours	
Clinical Nursing IV 86-201, 202	8
Clinical Nursing V 86-203, 204	12
Microbiology 81-302	4
General Sociology 73-203	3
Nursing Seminar 86-250	1
Electives	6

Curriculum for a Minor in Nursing

Total hours required for a minor	34
Required Nursing courses, 34 hours	
Clinical Nursing I 86-101	4
Clinical Nursing II 86-102	5
Clinical Nursing III 86-111	10
Clinical Nursing IV 86-201, 202	8
Clinical Nursing V 86-203, 204	12
	<hr/>
	34
Required related courses	
Human Anatomy and Physiology 81-225, 226	6
Elementary Chemistry (or equivalent) 82-103, 104	8

MEDICAL TECHNOLOGY

Purposes: The curriculum leading to the BS in Medical Technology is designed to prepare the student to write the examination for certification as a Medical Technologist. This is accomplished by three years of preparation in the sciences and general studies, followed by the fourth year in an internship capacity in a clinical agency.

The student must complete a minimum of 96 hours before leaving the Shepherd College Campus. The fourth year consists of 12 months of instruction and laboratory experience in an accredited Medical Technology program at a hospital such as the Newton D. Baker Hospital at the Veterans Administration Center, Martinsburg, West Virginia. Upon successfully completing this program, the participant will be granted a Bachelor of Science degree in Medical Technology. Graduates are eligible for certification by the Board of Registry of the American Society of Clinical Pathologists after having successfully passed the National Examination required for certification.

By a cooperative arrangement with Hagerstown Junior College those who complete the prescribed curriculum at Hagerstown Junior College may, if they meet the admission standards at Shepherd College, transfer to Shepherd College to complete their preparation for admission to the hospital clinical training.

DIVISION OF SOCIAL SCIENCES

The Division of the Social Sciences has a diverse number of undergraduate degree programs in history, park administration, political science, social welfare, sociology, and social studies teaching. Minor fields of study are available in history, political science, and sociology. In addition the Division offers courses in the disciplines of geography and philosophy. The faculty is dedicated to the preparation of students for entrance into teaching, into graduate and professional schools, and into public and social service careers. The Division shares its academic resources for public service purposes with the Eastern Panhandle area of West Virginia and with near-by localities in Virginia and Maryland.

HISTORY

Purpose: The study and understanding of the various civilizations and of the historical past in all aspects will enable citizens to confront the present and future with more intelligence and responsibility.

Curriculum for a Major in History

Total hours required for a major	30
Required courses, 18 hours:	
American History 201 and 202	6
American Federal Government 101	3
Modern European History 333	3
Recent United States History 312 or World History 404	3
History of Russia 412 or The Far East 420	3
Elective courses, 12 hours from the following:	
Any 300 or 400 level History course or	
Constitutional Law 401	

Curriculum for a Minor in History

Total hours required for a minor	24
Required courses, 18 hours:	
American History 201 and 202	6
American Federal Government 101	3
Modern European History 333	3
Recent United States History 312 or World History 404	3
History of Russia 412 or The Far East 420	3
Elective courses, 6 hours selected from upper division	
courses in history.	

Curriculum for Teaching Field in Social Studies (Comprehensive) Grades 7 through 12

Required semester hours	51
History	27
History of Civilization 101 and 102	6
American History 201 and 202	6
West Virginia History, Geography & Government 209	3
Recent United States History 312	3
Modern European History 333	3
History of Russia 412 or The Far East 420	3
Elective from upper division History courses	3

Government 101 and 102	6
Sociology 203 and 205	6
Economics 205 and 206	6
Geography 101 and 301	6
Total	31

Curriculum for Teaching Field in Social Studies Grades 5 through 9

Required semester hours	27
History	15
History of Civilization 101 and 102	6
American History 201 and 202	6
West Virginia History, Geography and Government 209	3
Government 101 American Federal Government	3
Sociology 203 General Sociology	3
Economics 205 Principles of Economics	3
Geography 101 Principles of World Geography	3
Total	27

PARK ADMINISTRATION

The Park Administration program at Shepherd College prepares students for entrance into careers in the administration, management, and custodianship of parks. It will enable students to interpret natural scientific or American historical phenomena to the public. Graduates of the program will receive the Bachelor of Science degree.

Based in the liberal arts, the curriculum is quite flexible and allows the student to select either the American historical or the natural science option. An internship arrangement for academic credit will permit the student to gain a semester or summer experience in an appropriate park setting.

Curriculum for a Major in Park Administration

Minimum hours required for graduation	128
General Studies Requirements	47
Park Administration and Additional Courses	42
General Psychology 103 and 104	6
State and Local Government 102	3
Later American History 202	3
Advanced Composition 332 or Public Speaking 315	3
General Ecology 420 or Environmental Conservation 304	3
Personnel Management 409	3
Introduction to Park Management 201	3
Park Management 301 and 302	6
Parks in Urban Setting 310	3
State and Federal Park Policy 401	3
Directed Field Placement 450	6
American historical or natural science option*	21
Early American History 201	3
American Social History to 1877 315	3
American Social History since 1877 316	3
Historic Preservation and Interpretation 300	3
American history electives from the following group	9
American Colonial History and Revolutionary Experience 302	3
The Early Republic, 1781-1850, 303	3

American Civil War and Reconstruction 304	3
History of the Lower Shenandoah Valley 305	3
The Gilded Age and Progressive Era 310	3
Economic History of the United States 311	3
Recent United States History 312	3
Diplomatic History of the United States 402	3
History of the American Negro 405	3
Techniques of Research 413	3
Readings in American and Western Hemispheric History 425, 426	3
American Art 409	3

*Natural Science option is listed in Division of Science and Mathematics section of this catalog.

POLITICAL SCIENCE

Purposes: To develop an understanding of the privileges and responsibilities of citizenship, and of the structure and operation of governments. Particular emphasis is placed on the impact of recent scientific developments to the preparation of students for careers in law, the foreign service, graduate work and research, and for all aspects of government employment.

The Department of Political Science is fortunate in that the national capital is less than a two-hour drive from the college. In this connection considerable time and effort have been devoted to the organization of programs which will provide students with practical, first-hand training, and with numerous opportunities to visit Washington, in order to observe the federal government in operation.

Curriculum for a Major in Political Science

Total hours required for a major 30

Required courses, 15 hours:

State and Local Government 102	3
Public Administration 201	3
International Relations 403	3
Early Political Theory 315	3
Comparative Governments 325	3

Elective courses, 15 hours:

Any 300 or 400 level courses in political science or
Government and Business 300,
World Political Geography 302,
Public Finance 310,
Diplomatic History of the United States 402,

Curriculum for a Minor in Political Science

Total hours required for a minor 24

Required courses, 15 hours:

State and Local Government 102	3
Public Administration 201	3
International Relations 403	3
Early Political Theory 315	3
Comparative Governments 325	3

Elective courses, 9 hours:

Any 300 or 400 level course in political science

Note: It is assumed that Political Science 101, American Federal Gov-

ernment, will be taken as a General Studies Requirement preparatory to pursuance of the political science major or minor curriculum.

The Washington Semester

Each year students who have excelled academically and who have demonstrated leadership potential are given the opportunity to take part in a program offered jointly by Shepherd College and the American University in Washington, D. C.

Juniors and first-semester seniors of top academic standing will spend one semester in Washington doing research in federal agencies and taking part in seminars led by outstanding personalities in the area of government and politics. At the end of this semester the students return to Shepherd College to complete their education. In this way the benefits of the Washington Semester experience are not restricted to the students who go to the American University, but are shared with classmates and instructors when the students return to Shepherd College.

While in Washington the students will divide their time among four activities which constitute the program:

- A. **The Seminar.** Three times a week experts in various aspects of governmental and political activity are brought in to serve as seminar leaders for the Washington Semester group. Students are given the opportunity to question the speakers.
- B. **The Project.** In connection with his individual project, the student spends a great deal of his working day interviewing federal officials and studying official records. This extended period of research in an area of his choosing enables him to make the acquaintance of men who are directing activities, one of which may later become his lifework.
- C. **The Classes.** Each student will enroll for six to nine hours of credit in classes offered by American University.
- D. **Special Activities.** The student is encouraged to take advantage of the many cultural opportunities provided by life in the nation's capital.

SOCIAL WELFARE

Shepherd College offers a four-year, liberal arts curriculum leading to a Bachelor of Science Degree in Social Welfare. The general purpose of the Social Welfare course of instruction is to develop within the student an inquiring, creative, scientific attitude toward the study of man, his basic groups and his various forms of society and culture. The total program is thoroughly grounded in the liberal arts while a major aim of the specific social welfare course content is designed to provide students with the basic values, attitudes, and skills needed to function as a first-level helping person and change-agent within this Nation's system of delivery of human welfare services.

The major objectives of the social welfare program are as follows:

1. To contribute to the general education of the student through providing a course of instruction based upon the liberal arts tradition.
2. To develop within the student a sense of basic social work values through exploration of social welfare needs, services and issues.
3. To develop knowledge and skill in delivery of human welfare services.
4. To expose students to the basic elements of social work practices in the traditional areas of casework, group work, and community organization as well as the emerging concept of the social work "generalist".
5. To prepare students for professional social work positions in rural and urban settings not requiring graduate social work education.
6. To contribute to the preparation of students for admission to graduate schools of social work that offer advanced professional education.

Curriculum for a Major in Social Welfare

Minimum hours required for graduation	128
General Education Requirements	47
Social Welfare Curriculum	66
Approved electives (300 or 400 level unless foreign languages or Economics 206 is selected)	15
Note: Social welfare majors will substitute Mathematics 104 for Mathematics 215 to meet general education requirements.	
Total hours required for a major	66
Psychology 103 and 104 General Psychology	6
Psychology 205 Social Psychology or Psychology 310 Psychology of Personality	3
Political Science 102 State and Local Government	3
Sociology 205 Social Problems	3
Social Welfare 301 Social Welfare as a Social Institution	3
Social Welfare 311 Social Work Methods I	3
Social Welfare 312 Social Work Methods II	3
Sociology 303 The Family	3
Sociology 307 Population and Urban Problems	3
Sociology 312 Introduction to Juvenile Delinquency or Social Welfare 313 Child Welfare Services	3
Mathematics 314 Statistical Analysis	3
Philosophy 315 Ethics	3
Home Economics 300 Marriage Relations	3
Home Economics 304 Child Development	3
Home Economics 318 Nutrition	3
Home Economics 403 Consumer Economics	3
Social Welfare 404 Social Welfare Seminar	3
Social Welfare 407 and 408 Field Experience in Social Work	6
Sociology 402 Criminology	3
Sociology 403 Ethnic Relations	3

SOCIOLOGY

The major objectives of the sociology program are:

- 1. To encourage students to develop an inquiring, scientific attitude toward and a better understanding of the social life of man, his culture and society.
- 2. To assist the student in recognizing his total college experiences as cumulative, coherent and unified by the development of the competencies indicated for this department and for Shepherd College and by the realization that these competencies are relevant to his further development as an individual and the fulfillment of his obligations as a responsible citizen in a democratic society.
- 3. To encourage and prepare students for admission to graduate schools in the field of sociology.

The four-year curriculum leads to the Bachelor of Science degree in Sociology. Candidates for this degree are required to complete a minimum of 128 semester hours.

Curriculum for a Major in Sociology

Total hours required for a major	36
Required courses, 21 hours:	
Sociology 205 Social Problems	3
Sociology 303 The Family	3
Sociology 312 Introduction to Juvenile Delinquency or	
Sociology 402 Criminology	3
Sociology 403 Ethnic Relations	3
Sociology 405 Research Methods	3
Sociology 410 Social Theory	3
Mathematics 314 Statistical Analysis	3
Elective courses, 15 hours:	
Any 300 or 400 level course in sociology or	
anthropology	
Education 310 Educational Sociology	

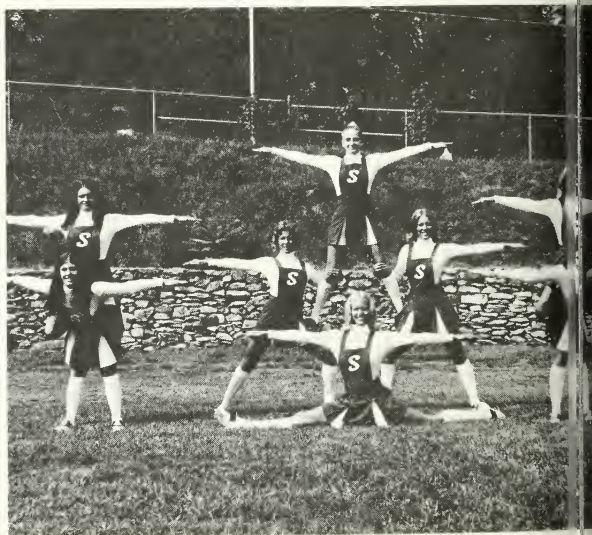
Note: It is assumed that Sociology 203 General Sociology will be taken as a General Studies Requirement preparatory to pursuance of the sociology major or minor curriculum.

Curriculum for a Minor in Sociology

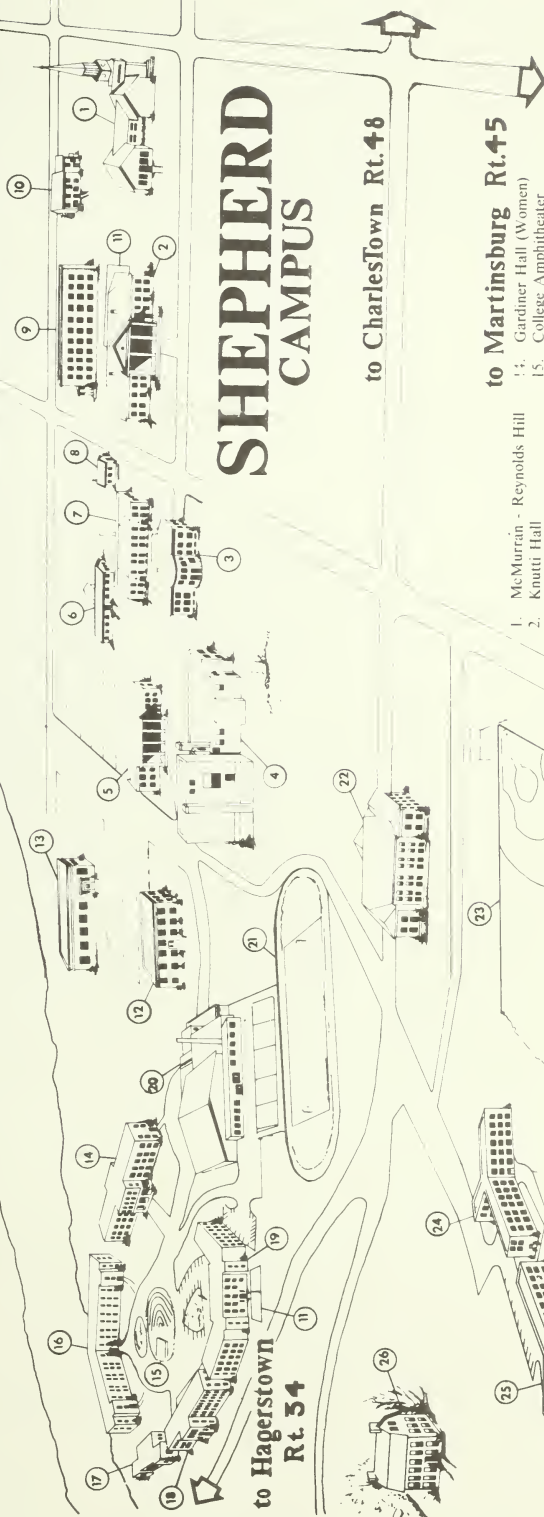
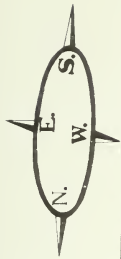
Total hours required for a minor	24
Required courses, 15 hours:	
Sociology 205 Social Problems	3
Sociology 303 The Family	3
Sociology 312 Introduction to Juvenile Delinquency or	
Sociology 402 Criminology	3
Sociology 403 Ethnic Relations	3
Sociology 410 Social Theory	3
Elective courses, 9 hours:	
Any 300 or 400 level course in sociology	
or anthropology	
Education 310 Educational Sociology	
Mathematics 314 Statistical Analysis	







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3. Social Science Hall
4. Shepherd College Center
5. Shepherd College Library
6. Home Economics Hall
7. Snyder Science Hall
8. Science Annex
9. White Hall
10. Home Management House
11. Tennis Courts
12. Administration Building
13. Maintenance Building
14. Gardiner Hall (Women)
15. College Amphitheater
16. Turner Hall (Women)
17. College Dining Hall
18. Kenamond Hall (Men)
19. Boteler Hall (Men)
20. Health and Physical Educ. Bldg.
21. Football Stadium
22. Miller Hall (Nursing)
23. Fairfax Field
24. Shaw Hall (Women)
25. Thacher Hall (Men)
26. Popodicon-President's Home

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